

Juvenile Justice Coalition

Executive Director Job Description

Salary range \$60,000 - \$68,000

The Juvenile Justice Coalition (JJC) is a state-wide advocacy organization that works with Ohio youth who are at-risk of involvement with or currently involved in the school to prison pipeline and the juvenile court system. JJC is a non-profit organization formed in 1993 whose mission is to work individually and in partnership with other organizations to ensure that Ohio's juvenile justice system – from prevention through involvement with the adult court – works effectively to increase positive outcomes for youth, families and communities. To reduce youth's involvement with the juvenile justice system, JJC supports efforts that are community-based, research informed, culturally appropriate, and that put all of Ohio's youth on a path to success.

JJC's two main strategies for change are policy advocacy and organizing and centering youth who have been directly impacted and elevating them to leadership and decision-making roles in the organization. JJC's advocacy work involves working with the Ohio legislature, courts, and state agencies to change state policies and laws to better align with youth-identified, research-based reforms that create better outcomes for youth and communities. Our youth organizing is a transformative and holistic and focuses on raising and centering the voices of youth who are involved in the system to direct system change, develop into leaders, and leading youth chapters throughout Columbus. Finally, we blend policy advocacy and organizing work to center youth leadership in JJC's priorities and campaigns; for example, youth leadership are meaningfully engaged in campaign and priority decisions and JJC does not take any policy positions that are not youth-approved.

Executive Director

The Executive Director (ED) has overall strategic, operational, and programmatic responsibility for JJC. The JJC Board provides support and guidance to the ED. The ED is the primary champion and voice for JJC's mission, values and programs. The ED is charged with the leadership of the office and supervision of staff (including interns and volunteers); developing and implementing JJC's strategic vision; and with raising funds and other resources to sustain and expand JJC's programs. In addition, as a small organization, JJC's ED also must engage in, lead, and have expertise in either policy advocacy or organizing work.

Responsibilities include:

- Provide visionary leadership to the organization and translate that vision into program development.
- Strategic planning and implementation.
- Planning and operation of annual budget.
- Oversee and take the lead on the day-to-day operations and programs, including fiscal responsibilities, payroll, etc.

- Hiring and supervising staff, interns and volunteers.
- Leading fundraising and organizational development; expand donors and foster positive relationships with existing donors.
- Represent the mission and vision of JJC to various audiences and maintain relationships with partners, supporters, and governmental/non-governmental entities.
- Serving as JJC's primary spokesperson to the media, organization constituents, and the general public as needed.
- Support the Board in its governance role and foster its ongoing development; keep the Board informed of internal conditions and important external developments.
- Review and approve contracts for services.
- Provide collaborative and impactful leadership in the field by engaging in policy or organizing work.
- Participate in Board Meetings
- Oversee marketing and other communications efforts.
- Other duties as assigned by the Board of Directors.

Required attributes/skills:

- Bachelor's degree; Master's level or above preferred.
- Non-profit management experience.
- Supervision.
- Demonstrated network/relationship-building skills.
- Successful fundraising track record.
- Demonstrated public policy advocacy or organizing skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office.

Strong preference will be given to individuals who:

- Are experienced with budget management, including budget preparation, analysis, decision-making, reporting and familiar with QuickBooks.
- Are familiar with, understand, and dedicated to working with the populations of youth served by JJC and believe in youth leading the organization.
- Have been directly impacted by the juvenile or criminal justice system and who is a member of a marginalized population disproportionately impacted by these systems.

Please submit cover letter, resume with references to:

Sharon Weitzenhof

Juvenile Justice Coalition Board President

sweitzenho@aol.com.

Resumes will be accepted until September 17, 2018